### Position Title: Director of Advancement

### Department: Advancement

### Reports to: Assistant Head of School for Mission Advancement

### Internal Classification: 11 Month

### FLSA Status: Exempt

### Revision Date: January 2023

**Purpose:** The Director of Advancement leads the Advancement Department and is responsible for the development and execution of a strategic, comprehensive, donor-centered fundraising program and the day-to-day stewardship of Saint Louis Abbey and Saint Louis Priory School’s community of donors. The key objective of this position is to build a strong culture of philanthropy for Saint Louis Priory School and Saint Louis Abbey through the cultivation, solicitation and stewardship of current and prospective donors. This position will have primary responsibility for growing the number of annual donors, upgrading annual donors, and identifying and soliciting potential major and planned giving donors.

*The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

**Essential Duties and Responsibilities**

- Supports the mission of the Abbey of Saint Mary and Saint Louis / Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
• Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, and colleagues as a member of a faith community in a positive manner.
• Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the abbey and school as well as all applicable federal, state, and local regulations.
• Plans, organizes, and implements annual departmental goals and objectives in accordance with Priory’s mission and strategic plan.
• Implements measurable and applied metrics for success; maintains an ongoing evaluation and reporting system for individual giving from all constituencies.
• Manages and supervises the Advancement Department and collaborates with other departments and divisions to increase individual and annual giving support from all constituencies, including alumni, parents, past parents, grandparents, and faculty and staff.
• Maintains accurate endowment fund records.
• Manages all aspects of the Priory Fund, including donor strategy, case for support, and follow-up.
• Manages all Priory Fund appeals and materials including Priory Day of Giving.
• Develops and tracks Priory Fund revenue and expense budget.
• Acknowledges and stewards donors.
• Optimizes Priory’s matching gift program.
• Coordinates and implements giving societies and executes donor recognition events.
• Manages a portfolio of donors who have the capacity to make annual, major and planned gifts.

**Supervisory Responsibilities**

• Supports, assesses, and supervises the Assistant Director of Special Events, the Assistant Director of Alumni Relations, and the Advancement Operations Manager in the performance of their essential duties.

**Skills, Competencies and Mindsets**

• Ability to effectively supervise, coach and manage a team while modeling and reinforcing the values and mission of the Saint Louis Priory School and Saint Louis Abbey.
• Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the school, alumni, other constituents and the public;
• Demonstrated strong writing, planning and organizational skills;
• Demonstrated diplomatic, professional, courteous and perceptive interpersonal skills; display discretion in dealing with sensitive, confidential issues.
• Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals;
• High professional and ethical standards for handling confidential information;
• Extensive experience with Raiser’s Edge or a similar constituent database.
• Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines;
• Ability to exercise good judgment and decision making. Has the ability to work well under pressure and the ability to reason, think creatively and solve problems.
• Understanding of database managing, gift processing and donor relationships.

Minimum Qualifications

• Demonstrated accomplishment in fostering productive donor relationships.
• Experience in managing personnel.
• Bachelor's degree in marketing, communications or related field.
• Experience in using development software.
• Excellent computer skills including Raiser’s Edge and Microsoft Office Suite (Word, Excel, PowerPoint).
• Small and large group presentation skills.
• Volunteer recruitment and management experience.
• Well-organized with attention to detail, including organization, prioritization, judgment, discretion and problem-solving skills.
• Excellent customer service skills and a commitment to continuous improvement.
• Ability to travel and work evenings and weekends as needed.
• Successful completion of pre-employment and annual criminal background checks.
• Attendance at a Protecting God’s Children workshop within 30 days of employment.

Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Human Resources Coordinator.